

OIL INDIA LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
DULIAJAN

OIL INDIA LIMITED invited sealed tender from experienced Contractors/Firms for the following services in its oilfields in Assam.

Tender No. : DCO8999P08/DP

Service Requirements : Annual Maintenance Contract for PCs, Printers and Accessories for a period of 3(three) years.

Earnest money: Rs. 36,000.00

Tender fee : Rs. 500.00

NOTE: BID CLOSING AND OPENING DATE FOR THE ABOVE TENDER: 01.07.2008

2.0 The complete set of bidding documents (non-transferable) for the above tender may be purchased from the office of the HEAD-CONTRACT w.e.f. **09.06.2008 to 30.06.2008** during working hours by interested bidders on submission of written application to the Head-Contract, Oil India Limited, Duliajan-786602, Assam and on payment of non-refundable tender fee mentioned against the tender through Demand Draft/Banker's Cheque, Pay-in-slip from any Nationalized Bank in favour of Oil India Limited, payable at Duliajan. Cost of the tender documents may also be deposited in cash in favour of Oil India Limited in UCO Bank, Canara Bank, UBI & SBI of Duliajan branch and proof of such deposit must be furnished along with the application for tender documents. Application received after the above mentioned period will not be considered.

5.0 Bid Rejection Criteria & Bid Evaluation Criteria for the tender.

AA) BID REJECTION CRITERIA (BRC):

I) The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected:

i) Bidder must have relevant experience in carrying out similar nature of job with PSUs / Central Govt. /State Govt. Organization in last 7(seven) years from date of bid opening.

Should have successfully executed similar works of value-

1. Single contract of minimum value of Rs. 57, 60,000/-

OR

2. Two contracts of minimum value of Rs. 32, 00, 000/- each.

OR

3. Three contracts of minimum value of Rs. 28, 80, 000/- each.

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2007, should be at least Rs. 21, 60,000/-

iii) The bidder must be OEM or his authorized service partner. If the bidder is an OEM's authorized service partner, then he should be an authorized service provider of any one of the OEMs of PCs i.e. IBM/ HP / COMPAQ / ACER / HCL / WIPRO / DELL and any one of the OEMs of Printers, i.e. HP / TVSE / EPSON / WIPRO.

iv) Bidders or his authorized service partner must have minimum experience of 3 (three) years in providing maintenance service of PCs and peripherals.

v) The bidder or his authorized service partner should have executed through a single AMC maintenance of at least 250 PCs along with peripherals.

vi) Necessary documentary evidence in support of all the above eligibility criteria is to be submitted by the bidder along with the bid, failing which bid will be rejected.

vii) Bid not quoted as per the bidding format mentioned in clause 10.0 of Special Terms and Conditions will be rejected.

viii) The tender is of **SINGLE STAGE-TWO BID SYSTEM**. The bidder has to submit the **Technical bid** as per Scope of Work & Technical Specification of the tender and **Commercial bid** as per Part –II of the tender document. The “**TECHNICAL**” and “**COMMERCIAL**” bids shall be prepared separately and should be kept in two separate envelopes subscribing the tender no., brief description, bid closing date and clearly writing on the cover of the two envelope as “**TECHNICAL**” and “**COMMERCIAL**”. Both the envelope should then be kept in one envelope, duly sealed, subscribing the tender no., Brief Description and Bid closing date on the cover.

Note-

"Similar work" mentioned above means, experience in **maintenance of PC, Printers and Peripherals**

A) For proof of Annual turnover, any one of the following document/photocopy must be submitted along with the bid: -

i) A certificate issued by a practicing Chartered/ Cost Accountants Firm, with membership no. certifying the Annual Turnover and nature of business.

ii) Audited Balance Sheet and Profit and Loss account.

B) For proof of requisite Experience, any one of the following document/photocopy must be submitted along with the bid: -

i) In case of OIL contractors, copy of 'Certificate of Completion (COC)/ 'Certificate of Payment (COP)' of jobs successfully completed, showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO Number will not be accepted.

ii) Certificate issued by any other Public Sector Undertaking/ Govt. Department in last seven years ending bid closing date showing:

(a) Gross value of job done; and

(b) Nature of job done; and

(c) Time period covering the financial year(s) as per the NIT.

iii) Non- submission of the documents as specified in BRC above will result in rejection of bids.

BB) BID EVALUATION CRITERIA (BEC):

The bids conforming to the terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of Part-II (i.e. schedule of works, units, quantity, rates) of the tender.
2. **Discount:** Bidders are advised not to indicate any separate discount. Discount if any, should be merged with the quoted price. Discount of any type indicated separately will not be taken in to account for evaluation purposes. However, in the event such offer without considering discount is found to be lowest, OIL shall avail such discount at the time of award of contract.
3. Bidder(s) must also furnish the followings.

1. NAME OF FIRM
2. DETAIL ADDRESS
3. TELEPHONE NO.
4. MOBILE NO.
5. E-MAIL
6. FAX NO.
7. CONTACT PERSON
8. CONTACT PERSON'S CONTACT NO.
9. TAX EXEMPTION CERTIFICATE NO.(Attested copy required)
10. CST REGD.NO. (Attested copy required)
11. LOCAL SALE TAX REGD.NO. (Attested copy required)
12. PAN NO. (Attested copy required)
13. VAT REGD, NO. (Attested copy required)
14. BANK ACCOUNT NO.
15. BANK ACCOUNT TYPE.
16. BANK NAME
17. BANK ADDRESS
18. SERVICE TAX REGD.NO. (Attested copy required)
19. P.F.CODE NO. (Attested copy required)

(Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).

20. VENDOR NO. (IF AVAILABLE)

4. **Solvency Certificate from Bank**

C) GENERAL

- a) OIL will not be responsible for delay, loss or non receipt of applications (for bidding documents) sent by mail and will not entertain any correspondence in this regard.
- b) In case bidder takes exception to any clause of Tender Document not covered under BEC / BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.
- c) To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the
BRC clauses must be received on or before stipulated days from the date of clarification sought by the Company, failing which the bid will be rejected.
- d) In case any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.
- e) The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

Dtd. 29.06.2008

(A.C.BHATTA)
HEAD-CONTRACT
For EXECUTIVE DIRECTOR-SS